



# CITY OF ATLANTA

## Job Announcement

### PUBLIC RELATIONS ASSISTANT MANAGER

(Special Projects Writer)

**STARTING SALARY: \$42,767- \$62,439**

**Salary Grade: 21**

**Applications Accepted From: May 30, 2006 until June 20, 2006**

#### **Minimum Job Requirements**

Persons applying must have a Bachelor's degree in Journalism, English, Public Administration, or Communications or a related field and three years of experience in public relations or related experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Requires solid writing and verbal communication skills.

#### **Duties of the Job:**

This employee manages the Speakers' Bureau for the entire Department of Aviation, coordinates speaking engagements and presentations for the General Manager, other members of the senior management team and middle managers, as needed. Prepares speeches, talking points and presentation books; secures audiovisual equipment and arranges other logistics. Writes articles for the Department's monthly electronic news magazine.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. – 4:30 p.m., Monday through Friday. Resumes will not be accepted in lieu of application. Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303.

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

Fax: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

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